



PALAU DE CONGRESSOS DE CATALUNYA **ICOMS 2013 – International Conference on Oral Maxillofacial October, 21st to 24th, 2013**

OFACIAI

INDEX

- 1. EXHIBITOR'S FORM
- 2. REQUEST OF POWER AND ELECTRICAL INSPECTION
- 3. EXHIBITORS ORDER FORM FOR GENERAL SERVICES
- 4. EXHIBITORS ORDER FORM FOR F&B
- 5. EXHIBITORS ORDER FORM FOR IT SERVICES



1. EXHIBITOR'S FORM

STAND NAME

Nº STAND

ICOMS

BARCELONA 2013

www.icoms2013.com

COMPANY NAME AND TAX I.D.	
MANAGER ON SITE/AUTHORISED SIGNATURE	
CONTACT PERSON	
PHONE NUMBER	
E-MAIL	
COMPANY REGISTERED ADDRESS	
CITY AND CITY CODE	
COUNTRY	

ERNATIONAL

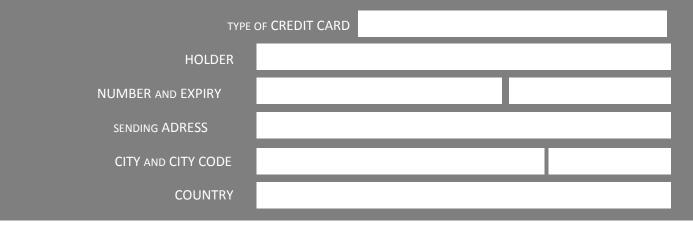
CONFERENCE

ON ORAL AND

MAXILLOFACIAL

JRGER

Payment will be done in advanced and by credit card only. All invoices will be remitted to the address detailed below.



1-The completed form should be scanned and sent 30 days before the beginning of the congress to:

Dep. of Coordination: e-mail: paola.acosta@pcongresos.com

No service will be confirmed if the present form is not filled-in properly by the exhibitor. There should be no missing information.

2-Total costs will be credited separately to the credit card provided as soon as this form is received back. Two invoices will be sent. Once the crediting

has been done successfully we will proceed to send all invoices to the sending address specified by the exhibitor.

AUTHORISED SIGNATURE:

Date:

Name:

Job title:



2. REQUEST OF POWER AND ELECTRICAL INSPECTION

STAND NAME

Nº STAND:

COMS

www.icoms2013.com

BARCELONA 2013

Power rate:

Exhibitors will be charged for power at a rate of 109 € plus VAT as a concept of Power Supply. This fee includes the electrical inspection, as well as power consumption during the event up to 20Kw/h per stand.

RNATIONAL

CONFERENCE

ON ORAL AND

MAXILLOFACIAL SURGERY

This charge does not include the electrical panel (fuse box)

Please, indicate the requested power:

Power requested





ERNATIONAL

ON ORAL AND

XII I OFAC

RGEF

ERENCE

STAND:

STAND Nº:

Other observations:

BARCELONA 2013

www.icoms2013.com

CLEANING SERVICES PER STAND

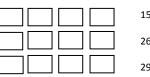
The set-up and dismantle cleaning of each stand is obliged and has to be requested directly to the Congress Center. It is to be requested from before the beginning of the event and will be charged to the Exhibitors.

Please indicate your stand measures, set up date and dismantling date

33.00 Euros p/stand p/daySmall stand (10m2)55.00 Euros p/stand p/dayMedium stand (10-19m2)61.00 Euros p/stand p/dayBig stand (19m2 or plus)

The daily cleaning of your stand is optional to be contracted. Have your stand clean and tidy for the next journey!

Days



15.00 EurosSmall stand (10m2)26.00 EurosMedium stand (10-19m2)29.00 EurosBig stand (19m2 or plus)

PERSONNEL SERVICES PER STAND (Optional)

SECURITY GUARD

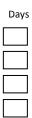
Timing (from-to)

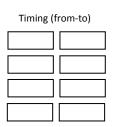
31.00 Euros/pax/h (minimum 6h)



Timing (from-to)	

WARE HOUSE ASSISTANT 19.00 Euros/pax/h (mínimum 6h)







21 % de V.A.T not included



4. EXHIBITOR ORDER FORM FOR F&B

ST INTERNATIONAL

CONFERENCE

ON ORAL AND

MAXILLOFACIAL

SURGER

STAND:

UNITS DRINKS UNIT PRICE 19,50 € Flask of coffee (1,5 litres) Flask of milk (1,5 litres) 19.50€ 19 50 € Flask of hot water + Infusions and tea bags (1,5 litres) Nespresso coffee machine 170 €/event 50 services of Nespresso coffee machine 75,00€ 75.00€ 50 decaffeinated services of Nespresso coffee machine Jug of orange juice (1,5 litres) 22,00€ Assorted flavoured juices (1 litre bricks) 4.25€ Still water (1/2 | liters) 2,50€ Still water (11 liter) 3,50€ Still water (0,33 liters) plastic bottle 2 00 € 2,50€ Sparkling water (1/2 liters) 95 €/event Water cooler (includes 18,90 I) Water cooler refill (18,90 I) 30.00€ Pepsi (cans of 33 cl; 12 units minimum) 3.25€ 3,25€ Diet Pepsi (cans of 33 cl; 12 units minimum) Orange (cans of 33 cl; 12 units minimum) 3,25€ 3.25€ Lemon (cans of 33 cl: 12 units minimum) Tonic water (cans of 33 cl; 12 units minimum) 3,25€ Bitter Kas (cans of 33 cl; 12 units minimum) 3.25€ 4,75€ Amstel beer (cans of 33 cl: 12 units minimum) Buckler beer without alcohol (cans of 33 cl; 12 units min) 4,75€ Draught beer (includes 30 I beer and plastic glasses) 295.00€ 195.00€ Draught beer refill of 30 litres (includes plastic glasses) Bottle of white wine (Prats Fatjó selection) (75 cl) 18,50€ 18,50€ Bottle of red wine (Prats Fatjó selection) (75 cl) Bottle of cava (Prats Fatjó selection) (75 cl) 24,00€ Champagne (Prats Fatjó Selection) (75 cl) 75,00€ RENTAL MATERIAL White tablecloth 130 x 130 m 8.75€ White tablecloth 220 x 220 m 12,50€ White napkin 55 x 55 cm 2,50€ Ice bucket and tongs 15 50 € 21,00€ Big Ice bucket 29,00€ Wastepaper bin (big) Wastepaper bin (small) 20.00€ OTHER SERVICES

Personalized water bottles Ask for a budget Chocolate fountain Ask for a budget Popcorn machine Ask for a budget

STAND nº:

ICOMS

BARCELONA 2013

www.icoms2013.com

UNITS	FOOD	UNIT PRICE
	Biscuits-cookies assortment (20 pieces)	19,00€
	Mini bakery assortment (12 pieces)	15,00€
	Muffins assortment (10 pieces)	33,00€
	Chocolate snacks assortment (20 pieces)	50,00€
	Mini cakes assortment (25 pieces)	25,00€
	Whole fruit (6-8 pieces)	16,50€
	Plate of sliced fruit (aprox. 1 kg)	29,00€

Pag of ching (250 grs)	10.00€
Bag of chips (250 grs)	100 000 000
Stuffed olives bowl (120 grs)	10,00€
Salted Nut Cocktail (almonds, cashews and peanuts) with bowl (500) gr.) 32,00 €
Japanese Nut Cocktail with bowl (500 gr.)	32,00€
Assorted mini buns tray (24 ut)	48,00€
Assorted mini sandwiches (English Bread) tray (16 ut.)	30,00€
"Mini tapas" assortment (15 pieces)	40,50€
Assorted sandwiches (English bread) (10 pieces)	50,00€
Assorted sandwiches (baguette bread) (10 pieces)	60,00€
Plate of cured ham (225 g)	42,00€
Plate of manchego cheese (225 g)	24,00€
Plate of bread with tomato (15 slices)	17,00€
Leg of "bellota" ham	550,00€
Waiter - Ham cutter (4 hours minumum)	50 €/hour
STAFF	
Waiter (minimum 4 hours)	34 €/hour
Sherry decanter	Ask for a budget

DISPOSABLE MATERIAL

Plastic glasses 0,25 I (50 units)	9,00€
Long drinks plastic glasses (10 units)	5,00€
Cava plastic glasses (12 units)	9,00€
Coffee plastic cup (50 units)	7,50€
Plastic dishes 22 cm (20 units)	5,00€
Set of plastic cutlery	5,00€
(fork, knife, spoon and napkin) (20 units)	

Contracts conditions

* Payment has to be done in advance

* Order form has to be sent to the Palace of Congresses of Catalonia, 7 days prior the event starts.

* Once the congress is working, orders have to be done 24 hours before the required time service

* VAT not included



5. EXHIBITOR ORDER FORM FOR IT SERVICES WIRED / WIRELESS (WI-FI)

STAND:

STAND nº:

LINES SERVICES & INTERNET ACCESS- WI&FI (Optional)

Day of the month:

	Set up cost for the event
Digital line with telephone	125.00 Euros + call cost
Analogue line for fax - dataphone	125.00 Euros + call cost
Access connection Internet Wi-Fi	125.00 Euros/1st day + 60 Euros/day

We invoice the call cost at the end of the event

If you need information regarding the internet access through our LAN connection, please ask for the additional information document with rates to your Coordinator

21% V.A.T not included